



# **CHRIST THE KING CATHOLIC PRIMARY SCHOOL**

## **EDUCATIONAL VISITS (CHARGING) POLICY**

November 2017.

The Bournemouth Borough Council document entitled *Educational Visit Guidelines* June 2006 has been adopted by the Governing Body and forms the policy for Educational Visits.

Two copies are held in the staffroom and one copy to be retained in the school office.

Guidelines on the roles of the following are contained within the document and are to be followed:

### **Governing Body**

1) Educational Visits 1.2 Areas of Responsibility Governors

### **Headteacher**

1) Educational Visits 1.2 Areas of Responsibility Headteachers

### **Educational Visits Co-ordinators**

1) Educational Visits 1.2 Areas of Responsibility Educational Visits Co-ordinator

### **Group Leaders**

1) Educational Visits 1.2 Areas of Responsibility Group Leaders

### **Staff**

1) Educational Visits 1.2 Areas of Responsibility Staff

The following relates to financial planning and charging for visits and is taken from the document *Charges for School Activities*

### **1) Educational Visits 1.4 Information to Parents**

- Cost and method of payment
- Arrangements for cancellation
- Pocket money arrangements
- Aims of visit
- Activities outlined

At Christ The King Catholic Primary School the education provided wholly or mainly during school hours is free. This means that the headteacher may not impose a charge on parents for any visit that occurs during school hours. The headteacher may, however ask for a voluntary contribution towards the cost of transport as all trips in school time are funded from the budget.

Parents should be made aware that the contribution is not compulsory, and the parents of children who do not contribute may not be discriminated against. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up

The headteacher may, however, charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours
- does not form part of the National Curriculum
- is not part of a syllabus towards a Prescribed Public Examination; and
- is not in scope of the statutory requirements relating to religious education

The headteacher should obtain the parents' agreement to meet the costs of an optional extra visit before the visit is planned in detail. Charging parents for an optional extra visit may not include an element of subsidy in respect of other pupils whose families do not meet the full charge

### **1) Educational Visits 1.5 Charges for School Activities**

Governors resolve to follow the financial guidelines recommended by Bournemouth LA in its charging policy with regard to families in receipt of one of the following:

- Income Support. (This can be a letter or a recent bank/building society statement showing a credit for 'DWP IS').
- Income-based Job Seekers Allowance / Income-related Employment & Support Allowance.\*
- Child Tax Credit (assessed on the basis that your income is less than £16,190 before tax and any other deductions)
- Pension Credit.
- Support under part VI of the Immigration & Asylum Act 1999.
- Universal Credits
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

On residential visits which are not optional extras, or which take place during school hours, some parents may have board and lodging costs remitted. These are parents in receipt of any one of the above.

The shortfall for outings can be subsidised from Unofficial Funds, the commission from photographs being used for this purpose. Or annually a significant amount of pupil Premium money is allocated in the budget to subsidise enrichment activities/trips.

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Agreed by Governors Finance Committee

Date.....

Signed.....